



Policy Title	Working Hours Policy
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1. PURPOSE

- 1.1 The purpose of this policy is to provide a standard of attendance and punctuality for all employees, ensuring consistent and effective management of employees' time and attendance at work.
- 1.2 This policy does not address the content or quantity of work done while an employee is at work.
- 1.3 This policy operates within the context of all relevant legislation and collective agreements.

2. SCOPE AND APPLICATION

This policy applies to all employees of the Bitou Municipality.

3. DEFINITIONS

“Employee” means any person, excluding an independent contractor, who works for the Bitou Municipality and who receives, or is entitled to receive any remuneration.

“Employer” means the Council of the Bitou Municipality.

“Executive Management” shall mean the Municipal Manager and Directors.

“Full-time employee” means someone who is in the employ of the Municipality and who is working 40 hours per week.

“Directors” shall mean all appointees in terms of section 56 of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000).

“Labour Organisations” means Bitou Municipality recognised Trade Unions.

“Municipal Manager” shall mean a person appointed by the Municipal Council as the Municipal Manager for the municipality in terms of section 54A of the Local Government: Municipal Systems Act, 2000 (Act No 32 of 2000).

“Municipality” means the Bitou Municipality.

“Part-time employee” means someone who is in the employ of the Municipality and who is working less than 40 hours per week.

“Permanent Employee” means an employee, excluding a contract employee and a temporary employee, occupying a post on the approved staff establishment of the Municipality in a permanent capacity, whether full-time or part-time, and

includes an apprentice and a person appointed in such post for a probationary period.

“Staff member” shall mean the employees of the Bitou Municipality, including the Municipal Manager.

"Temporary Employee" means an employee, excluding a contract employee, appointed to a post on the approved staff establishment of the Municipality in a temporary capacity, whether full-time or part-time, for a continuous period not exceeding 12 (twelve) months.

“Workplace” refers to the place of work as contemplated in the Labour Relations Act, 1995 (Act No. 66 of 1995).

All terminology not defined under paragraph 4 of this policy shall bear the same meaning as in the applicable legislation.

4. LEGAL FRAMEWORK

This policy and its application must be in accordance with the following legislative prescripts:

- 4.1 The Constitution of the Republic of South Africa, 1996.
- 4.2 The Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).
- 4.3 The Labour Relations Act, 1995 (Act No. 66 of 1995).
- 4.4 The Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000).
- 4.5 The Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997).
- 4.6 All relevant Collective Agreements.

5. PRINCIPLES

- 5.1 The Bitou Municipality has a statutory obligation to record and manage employees' attendance as an Employer.
- 5.2 Line managers are accountable for managing individual employees' time and attendance on a fair and consistent basis.
- 5.3 Individual employees have an obligation to be at work for work purposes during the prescribed hours and be punctual.

- 5.4 Non-compliance with this policy by either employees or managers may result in disciplinary action.
- 5.5 The purpose of an electronic access control system, manual attendance registers or any other approved time and attendance system are to record time and management of employees.
- 5.6 Time and attendance is the responsibility of the line managers.

6. WORKING HOURS

- 6.1 The normal working hours for all staff members of the Bitou Municipality from Monday to Friday, will be as follows, unless staff members are specifically appointed to work shifts or different working hours for operational reasons:

Mondays to Thursdays

Starting time: 07:30
Lunch Break: 13:00 – 13:30
Finish Time: 16:30

Fridays

Starting time: 07:30
No Lunch Break
Finish time: 13:30

- 6.2 The working hours of those staff members that are appointed to work shifts or different working hours for operational reasons as per “Annexure A” are subject to change, as and when the need arise as a result of changing circumstances or operational requirements. Such changes will be preceded by consultation with affected staff members.

7. OVERTIME WORK

Overtime shall be regulated as provided for by the Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997), the Collective Agreement on Conditions of Service for the Western Cape Division of the SALGBC, and Council’s Policy on Overtime.

8. ABSENCE

An employee who is absent from work because of valid reasons or illness must take all reasonable steps to notify his/her immediate supervisor (or assignee) within three (3) hours after he/she should have commenced for duty.

Employees are considered absent from work when they are not at work during their normal working hours.

9. DISPUTE RESOLUTION

Internal dispute resolution processes shall be followed in the event of any grievances and disputes arising out of the implementation of this policy.

10. AMENDMENTS

The Council may from time to time amend this policy and introduce any measure(s) to ensure efficient, economic and effective management of Council resources.

11. EFFECTIVE DATE

The Working Hours policy will become effective upon approval thereof by the Council of the Bitou Municipality.